

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE MEETING
APRIL 29, 2002**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Monday, April 29, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). Chairperson Dr. Frederic Siegelman of the Environmental Protection Agency led the meeting. The Agenda is shown in Attachment A. The List of Comments is shown in Attachment B. Action Items are shown in Attachment C. The List of Participants is shown in Attachment D. *The purpose of the meeting was to address items of importance identified in the Agenda.*

INTRODUCTION AND AGENDA REVIEW

Dr. Siegelman took attendance, reviewed the agenda, and commenced the teleconference.

ANNOUNCEMENTS

This is the last Quality Systems teleconference to discuss changes to Chapter 5 of the NELAC Standard prior to NELAC 8.

TOPICS OF DISCUSSION

Preparation for NELAC 8

Dr. Siegelman reminded the committee of the May 01, 2002, deadline for submitting final version of the Standard for review and all changes for the NELAC 8 Conference.

Proposed Changes for NELAC 8:

- Sub-contracting Comments 43 and 26B - Changes approved by committee
- One-standard calibration – Changes approved by committee
- Culture media – Ms. Casstevens will make the proposed changes to be submitted and circulated; if no comments are received, it will be assumed that the new text is approved.
- Free chlorine in samples – Changes approved by committee
- Asbestos proposed text for Appendix D – Removal of the second paragraph and “uncertainty”, along with a rework of the Appendix by Ms. Dawn Thomas.
- Comment 35 Sanitizing funnels - Changes approved by committee
- ISO 17025 based draft – Changes approved by committee
- Data Integrity Draft – Put ISO version and NELAC version into one document for distribution; changes approved by committee.

Finalization of Agenda for NELAC 8:

The committee approved the detailed agenda for NELAC 8. Dr. Siegelman made a few editorial changes that were documented and will be submitted.

Selection of New Committee Members

The committee came to an agreement regarding the one contributing member and the one voting member for the Quality Systems committee. Dr. Siegelman will contact the individuals to verify acceptance of the nomination and then follow up with formal letters to Ms. Silky Labie regarding the new appointees.

Comments Received Status

The comments received by the Quality Systems committee shown in Attachment B were reviewed, discussed, and status given by the responsible lead committee member.

NEXT MEETING

The next teleconference is scheduled for Monday, May 06, 2002, at 1:00 p.m., EDT.

ADJOURNMENT

There being no further business, Dr. Siegelman adjourned the meeting.

**AGENDA
QUALITY SYSTEMS COMMITTEE MEETING
APRIL 29, 2002**

1. Introduction and Agenda Review
2. Announcements
3. Topics of Discussion
 - Review and finalize the voting items
 - Review and finalize the NELAC 8 Agenda
 - Select new members for the committee
4. Comments Status
5. Adjournment

**LIST OF COMMENTS
QUALITY SYSTEMS COMMITTEE MEETING
APRIL 29, 2002**

This is a chronological listing of comments received by the Quality Systems committee. It also includes important issues that the committee chose to track by inclusion in this list. Where a comment received by the committee addressed more than one issue, these comments have been divided into parts to address each issue (e.g. 23A, 23B, 23C etc.).

1. New or reconditioned instruments.
2. Accrediting Authorities (AAs) recommendation on subcontracting.
3. Electronic signatures.
4. One standard calibration.
5. Electronic data and hard copy data.
6. PBMS subcommittee request for direction.
7. Culture media.
8. Quality Control Data in Final Report.
9. Editorial change: reference in 5.1.b to 1.9.2 should be to 1.8.2.
10. 5.11.1 Sample Tracking.
11. 5.9.4.2.2 Continuing Instrument Calibration Verification.
12. Testing Microbiology Samples for free chlorine.
13. Calibrating salinity, conductivity, temperature meters.
14. Sample Tracking and Continuing Calibration Verification.
 - 14A. Sample Tracking.
 - 14B. Continuing Calibration Verification.
15. Response to AIHA.
16. Blank Contamination.
17. Requirement for Continuing Calibration. for analysis on day when initial Calibration done.
18. Question from On-site committee concerning definition of temporal changes.
19. Relationship of EPA published methods to laboratory SOPs.
20. NELAC relationship with other Asbestos Accrediting Bodies.
21. Data Integrity.
22. PBMS language.
23. Comments on ISO 17025 draft.
 - 23A.. Uncertainty, comment concerning section 5.5.4.6.1.
 - 23B. Uncertainty comment concerning section 5.5.4.6.2.
 - 23C. Instrument Calibration comment concerning section 5.5.5.2.2.
 - 23D. Initial Instrument Calibration comment concerning section 5.5.5.2.2.1.
 - 23E. Data qualifiers for Initial Calibration comment concerning section 5.9.4.2.1.g.
 - 23F. Two Standards and a Blank, One standard Calibration comment concerning section 5.9.4.2.1.i .
24. Comments on PBMS draft.
25. Tiered approach for PBMS.
26. Changes to ISO 17025 Document.

- 26A. Quality Manual title page requirements 5.4.2.3.
- 26B. Subcontracting.
- 27. Quality Manual Detail.
- 28. One standard calibration text.
- 29. Change to proposed PBMS draft.
- 30. Editorial changes to sections 5.4.3.3.3 and 5.5.4.7.2.
- 31. Comment on LCS.
- 32. Ideas on how to facilitate voting at Annual meeting.
- 33. Evaluation of MS/MSD and LCS.
 - 33A. Evaluation of MS/MSD.
 - 33B. Evaluation of LCS.
 - 33C. Editorial change regarding surrogates.
- 34. Referral to Accreditation Process Committee on NELAC relationship to other Accrediting Bodies.
- 35. Microbiology Filtration Series, Sanitizing Funnels.
- 36. Terms and Definitions.
- 37. Uncertainty.
- 38. Small Laboratory Issues.
- 39. Cross reference current NELAC standard and 17025 based standard.
- 40. Client Notification.
- 41. Relationship of the NELAC standard to QAPPS, SAPS and WAPS.
- 42. PQL/RL EPA guidance and NELAC standard relationship.
- 43. Change to subcontracting text in proposed ISO 17025 Draft.
- 44. Sample Receipt and Custody.
- 45. DOCs of individual parameters.
- 46. Revision to standard's Methods text
- 47. Calibration: change to section 5.9.4.2.1.f.
- 48. Use of most recent version of test method for Analyst training: Interpretation section of 5.6.2 (c)(4).
- 49. Calibration laboratory and calibration certificates.
- 50. Electronic records.
- 51. Inquiry about Degree granting institutions' accreditation for degrees beyond B.S. level.
- 52. Quantitation and Continuing Calibration, Two Standards and a blank, and Continuing Calibration variation.
 - 52A. Quantitation and Continuing Calibration comment concerning section 5.9.4.2.1.c.
 - 52B. Two Standards and a blank comment concerning section 5.9.4.2.1.i.
 - 52C. Continuing Calibration variation comment concerning section 5.9.4.2.2b.
- 53. Editorial renumbering change concerning sections D.1.1 a, b, c.
- 54. Continuing instrument calibration variation concerning section. 5.9.4.2.2.b.
- 55. Electronic Data Deliverable standard.
- 56. Duplicate Analyses.

**ACTION ITEMS
QUALITY SYSTEMS COMMITTEE MEETING
APRIL 29, 2002**

Item No.	Date Proposed	Action	Date to be Completed
1.	4/29/02	Submit detailed Agenda and Chapter 5 text to Mr. Ed Kantor and Anteon (Siegelman)	05/01/02
2.	4/29/02	Data Integrity Draft to all members to review which will include ISO text and Standard draft (Weymouth)	05/01/02
3.	4/29/02	Send request for a speakerphone to Mr. Kantor (Siegelman)	ASAP

**LIST OF PARTICIPANTS
QUALITY SYSTEMS COMMITTEE MEETING
APRIL 29, 2002**

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